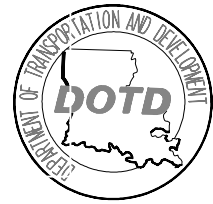




STATE OF LOUISIANA
Department of Transportation & Development
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245



December 2, 2003

(Caption)

(Addressee)

Re: Parcel No(s).
Ownership Name

Dear _____:

The Department of Transportation and Development is acquiring the property rights necessary to construct the above captioned project. In the interest of developing and maintaining an effective transportation system, it is imperative that acquisition be completed as soon as possible.

According to the conveyance records of _____ Parish, Louisiana, you are a _____ interest owner of Parcel No(s). _____, which is required to improve the highway.

Property you own lies within the area needed for this project and must be acquired by the Department of Transportation and Development. The Department of Transportation and Development, through this letter and enclosures, is hereby formally making an offer to purchase the required area.

Enclosed for your consideration are the following:

1. The Department's Just Compensation Offer Letter, which makes a firm monetary offer and explains the area required and any improvements which may be affected.
2. Summary of Just Compensation, which summarizes the Just Compensation Offer.
3. The Department's Brochure, explaining acquisition, negotiations, relocation assistance, improvement control, expropriation, the non-discrimination policy and the right to appeal

certain incidental expenses, such as notary fees, and certain legal transfer fees.

4. Right of Way and Construction plans of this project, which show aspects of right of way and construction.

After you have received the offer and the enclosures, it would be appreciated if you would contact me at _____ so that we may discuss the offer.

Should you find the offer acceptable, an Act of Sale will be forwarded to you for execution.

If you decide to refuse the Department's offer, the property will be acquired through the expropriation process under the State's Eminent Domain Laws.

Thank you for your consideration of this project

Sincerely,

Real Estate Specialist

XXX/xx
Enclosures